



## BRAND INSPECTOR

Class Code: 0303 Exam Code: 6FABR

Type of Examination:	Departmental Open/Statewide
Opening Date:	Continuous filing
Cut-Off Dates:	03/11/16 08/12/16
Salary:	\$3,052 - \$3,742
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-time Limited Term Intermittent

### EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

### DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

### WHO CAN APPLY

Applicants who meet the minimum qualifications as stated below. This is a Departmental Open Statewide examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

### CONTINUOUS FILING INSTRUCTIONS

The testing office will accept applications continuously and will notify and test applicants as needs warrant. **Testing is considered continuous** as closing dates (cut-off dates) can be set at any time and eligible lists are merged. The testing period for this examination is **12** months. The beginning of the testing period is based upon when an individual is placed on the eligible list. **A person may not be examined more than once in a testing period. Therefore, if you have taken this examination within the last 12 months, you are not eligible to apply or compete in this examination.**

### FINAL CUT-OFF DATES

The testing office has established the following application cut-off dates: March 11, 2016 and August 12, 2016. Submission of applications after the cut-off date will be held over for the next examination.

**HOW TO APPLY**

Submit a Standard State Application (STD. form 678) **and** Supplemental Application to the address indicated below.

- Standard State Application (STD. form 678) is available through the internet at <https://jobs.ca.gov/Public/StateForms.aspx>
- Supplemental Application is attached below. **Applicants who do not submit a Supplemental Application will be disqualified.**
- All applications must include “to” and “from” dates (month/day/year) and time base. Applications received without this information may be rejected.
- Resumes **will not** be accepted in lieu of a completed State Application, (STD. form 678).
- Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).**

**WHERE TO APPLY**

**By mail/In person:** California Department of Food and Agriculture  
Examination Unit, Attn: Cindy Torres  
1220 N Street, Room 242  
Sacramento, CA 95814  
(916) 403-6581

**By e-mail:** [exams@cdfa.ca.gov](mailto:exams@cdfa.ca.gov)

**NOTE:** Facsimiles (FAX) applications will not be accepted under any circumstances.

**ELIGIBLE LIST INFORMATION**

A Departmental “Open” list will be established for the California Department of Food and Agriculture. The names of successful competitors are merged onto the list in order of final scores, regardless of test date. Eligibility expires **12** months after it is established. Competitors must then retake the exam to reestablish eligibility.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

All applications must meet the education and/or experience requirements as stated on this examination announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

**MINIMUM QUALIFICATIONS****Either I**

**Experience:** Six months of experience performing the duties of an Agricultural Services Technician II, Range B, in the California state service. **And**

**Education:** Equivalent to completion of nine semester units of college level course work in job-related sciences. *(Applicants who are enrolled for the minimum appropriate college courses required may be admitted to the examination, but they must show proof of completion before they will be considered eligible for appointment.)*

**Or II**

1. Two years of experience in the production of and working with commercial beef cattle on the range, at commercial feedlots, livestock markets, cattle slaughter plants, stock pens, or other closely related areas. *(Completion of a two year course in an agricultural college with specialization in animal husbandry or related subjects may be substituted for one year of the required experience.)* **or**

**MINIMUM QUALIFICATIONS CONTINUED**

2. Six months of seasonal experience in the State's Livestock Identification Program assisting in hide and brand inspection in a class equivalent in level of responsibility to that of an Agricultural Inspector I (Intermittent).

**Or III**

Equivalent to graduation from college with specialization in animal husbandry or in related livestock subjects.

**NOTE: SUBMISSION OF TRANSCRIPTS IS REQUIRED TO VERIFY THE EDUCATION REQUIREMENT. FAILURE TO DO SO MAY RESULT IN A DELAY OF YOUR APPROVAL TO COMPETE IN THE EXAMINATION.**

**POSITION DESCRIPTION**

Incumbents perform inspections of livestock at stockyards, shipping points, ranches, slaughterhouses, feedlots, and rendering plants for identifying marks and brands, and otherwise facilitate livestock transfer of ownership transactions; they assure lawful ownership, enforce brand registration and inspection laws, and prevent irregular transactions. Incumbents perform the collection of fees and forward them with proper reports to the central office, issue certificates of inspection, check licenses of dealers and slaughterers, work with livestock owners on recording and renewing brands; assist in theft and estray investigations including gathering information and assisting Bureau investigative staff, sheriffs, and district attorneys in preparing court actions; and prepare reports as necessary. In central office assignments, incumbents may provide staff support to register brands, maintain brand files and records, prepare and update the brand book and provide other technical support.

This is the entry, training, and first working level. Incumbents work under supervision to become familiar with brand inspection and enforcement work by performing a variety of the more routine tasks. As incumbents become more proficient, they work under general supervision, independently performing brand inspection duties of average difficulty.

**EXAMINATION INFORMATION**

This examination will consist of a Supplemental Application – weighted 100%. Competitors who do not submit the Supplemental Application will be disqualified.

**SUPPLEMENTAL APPLICATION – WEIGHTED 100%**

The California Department of Food and Agriculture and the California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**SCOPE OF EXAM AND KNOWLEDGE, SKILLS AND ABILITIES**

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

**KNOWLEDGE OF:**

1. Methods of branding and marketing cattle;
2. Principles and practices of animal husbandry and operation of livestock ranches;
3. Methods of operation used by cattle thieves;
4. Provisions of laws and regulations designed to prevent theft of cattle

**SCOPE OF EXAM AND KNOWLEDGE, SKILLS AND ABILITIES CONTINUED****ABILITY TO:**

1. Communicate effectively at a level required for successful job performance;
2. Apply provisions of laws and regulations designed to prevent theft of cattle to specific situations;
3. Detect altered brands;
4. Make investigations;
5. Analyze situations accurately and take effective action;
6. Develop and maintain cooperative relations with people contacted in the work;
7. Understand and follow directions;
8. Make arithmetical calculations;
9. Write legibly, spell correctly, use good English, and prepare clear and accurate reports.

**SPECIAL PERSONAL CHARACTERISTICS**

Willingness to travel and to work long and irregular hours. Possession of a valid California driver license.

**ADDITIONAL DESIRABLE QUALIFICATIONS**

Education equivalent to completion of the twelfth grade.

**VETERANS' PREFERENCE**

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

**CAREER CREDITS**

Career Credits **will not** be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

**CONTACT INFORMATION**

If you have any questions regarding this announcement, please contact:

The California Department of Food and Agriculture

Examination Unit

1220 N Street, Room 242

Sacramento, CA 95814

Attn: Cindy Torres at (916) 403-6581 or [cindy.torres@cdfa.ca.gov](mailto:cindy.torres@cdfa.ca.gov).

**GENERAL INFORMATION**

**For an examination without a written feature** it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 403-6581 three (3) weeks after the cut-off date if he/she has not received his/her notice.

If you **meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list.

All candidates who pass will be ranked according to their scores.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: ① sub-divisional promotional, ② departmental promotional, ③ multi-departmental promotional,

**BRAND INSPECTOR****CONTINUOUS FILING**

④ service-wide promotional, ⑤ departmental open, ⑥ open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one (1) to four (4) years unless otherwise stated on this bulletin.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1.) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2.) An entrance examination is defined, under the law, as any open competitive examination. And 3.) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device  
TTY number: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922

**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE  
SUPPLEMENTAL APPLICATION EXAMINATION FOR**

**BRAND INSPECTOR**

The California Department of Food and Agriculture's (CDFA) Brand Inspector examination is being given on an Open Statewide Continuous Filing basis. This examination will consist solely on this Supplement Application.

This Supplemental Application is designed to elicit a range of specific information regarding each candidate's knowledge, skills, abilities, and experience to effectively perform the duties relative to the classification. Candidates are responsible for reading all of the material provided prior to completing the questionnaire. The information you provide will be evaluated using predetermined rating criteria. This Supplemental Application will account for 100% of the weight of your examination for this classification. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. If successful, your name will be merged onto a list based on your final score.

Resumes, letters of reference, and other materials will not be evaluated or considered as responses to items in the Supplemental Application.

A "631 Location Preference Form" is included in this supplemental application to allow you to select the location(s) in which you are interested in working. You will not be scored on the "631 Location Preference Form".

**NOTE: FAILURE TO ACCURATELY AND PROPERLY COMPLETE THIS SUPPLEMENTAL APPLICATION WILL RESULT IN YOUR ELIMINATION FROM THIS EXAMINATION.**

**THIS AFFIRMATION MUST BE COMPLETED:**

I hereby certify and understand that the information provided by me on this Supplemental Application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified at any time. I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from this examination, and may not be allowed to compete in future examinations for State employment and I may be subject to prosecution for misdemeanor or felony offenses under California Law. Additionally, State employees may have adverse action taken against them up to and including dismissal.

**Your signature (Required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print your name (Required):** \_\_\_\_\_

Your supplemental application will not be scored if you do not provide your name.

**Submit your completed Supplemental Application AND your completed Standard State Application (Std. Form 678) to the address below:**

**California Department of Food and Agriculture  
Human Resources Branch  
1220 N Street, Room 242  
Sacramento, CA 95814  
Attn: Cindy Torres**

# Brand Inspector

**INSTRUCTIONS:** Respond to all questions in each section. Your response to each question will be used to determine your final score. You may use a pen or pencil to complete the Supplemental Application.

**I. WILLINGNESS:**

The following are job requirements which a Brand Inspector is expected to perform. If you are not willing or unable to comply with the following job requirements it may be grounds for elimination from the examination process. Not providing a response to an item will be considered a "NO" response

- |                                                                                                  |                 |                |
|--------------------------------------------------------------------------------------------------|-----------------|----------------|
| <b>1. Do you possess a valid driver license?</b>                                                 | <b>_____YES</b> | <b>_____NO</b> |
| <b>2. Work odd and irregular hours?</b>                                                          | <b>_____YES</b> | <b>_____NO</b> |
| <b>3. Travel away from home and work in remote locations?</b>                                    | <b>_____YES</b> | <b>_____NO</b> |
| <b>4. Work in adverse weather conditions, including wind, rain/snow, or excessive heat/cold?</b> | <b>_____YES</b> | <b>_____NO</b> |
| <b>5. Work Saturdays, Sundays and Holidays?</b>                                                  | <b>_____YES</b> | <b>_____NO</b> |
| <b>6. Perform physical duties, such as climbing, standing, bending, etc.</b>                     | <b>_____YES</b> | <b>_____NO</b> |

**If you have answered “NO” to any of the above “WILLINGNESS” questions, please explain why below.**

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

## II. ABILITY:

The classification of Brand Inspector requires several areas of ability in order to perform satisfactorily in the position. Circle what level of experience you have had with each of the following.

### Definition of Levels:

- (A) I have had 0 – 6 months experience.
- (B) I have had 6 - 12 months experience in this area.
- (C) I have had extensive experience (12+ months).

### **CIRCLE ONE FOR EACH QUESTION**

1. How much experience have you had working as part of a team?	A	B	C
2. How much experience have you had in completing forms, collecting fees and submitting paperwork in a timely manner?	A	B	C
3. How much experience have you had in working in a position where you have to examine bills of sale and/or other documents to determine authenticity?	A	B	C
4. How much experience have you had in the production of and working with commercial beef cattle on the range, at commercial feedlots, livestock markets, cattle slaughter plants, stock pens?	A	B	C
5. How much experience have you had in submitting reports; making accurate arithmetical calculations, using legible writing, correct spelling and proper English?	A	B	C



### III. MATHEMATICAL CALCULATION

- A) As a brand inspector, you have been asked to inspect fifty pairs (cows with nursing calves) being shipped out of state for pasture purposes.
- B) At the same location, you are asked to inspect sixty-five steers being sold out of state.

Fees:

\$ 1.25 Brand Inspection Fee per head

\$ 1.00 Beef Council Fee per head

\$12.00 Service Charge

Determine which fees are applicable.

How much money would you collect for the brand inspections listed above?

Please explain the process you used to arrive at your answer.

You must show your calculations below to receive credit for this question.

**Please explain the process you used to arrive at your answer.**

**You must show your calculations below to receive credit for this question.**

#### **IV. LIVESTOCK OPERATIONS**

As a Brand Inspector, your duties include going to livestock ranches to make determinations of the legal ownership of cattle.

A) Identify the document(s) needed for proof of ownership.

B) Define “estrays.”

C) Under the California Hide and Brand Law, it is required to have one document accompany cattle leaving California. List the different documents.

D) Define a Dairy Exemption Number.

## **V. COOPERATION**

Describe an experience where you had to deal with either an angry or frustrated person during the course of work. Include the following in your response.

1. Give one example of where you had to deal with an angry or frustrated person.
2. What was your role in resolving the issue?
3. Give specific steps you took to resolve the situation.
4. What was the final outcome?

## **VI. COMMUNICATION**

You are a brand inspector working at the Cattlemen's Livestock Market in Galt. You are working alone and inspecting cattle as they are being unloaded from bumper-pull and gooseneck trailers. A blue pickup pulling a white gooseneck pulls in to unload three small Holstein heifer calves with no brands. The female driver with short dark hair is unfamiliar to you and the yellow slip is only partially completed. As you begin to ask if she has proof of ownership documents, her male passenger wearing shorts and sandals gets out and says they aren't going to be harassed and loads the heifers back in the trailer. As they pull away, you notice that the pickup has Oregon license plates, but you can't read any of the numbers and the trailer has no license plate.

You immediately notify your supervisor, who will be calling law enforcement to have the truck stopped. Your supervisor wants you to document in detail what you witnessed.

Write a brief memo to your supervisor documenting the incident. Include all pertinent information.

## **VII. REQUIREMENT FOR BRAND INSPECTION**

Name all the basic transactions requiring a brand inspection.

VIII. EARMARKS AND BRAND INSPECTION

Describe the following earmarks and brands:



A.



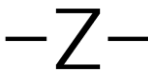
B.



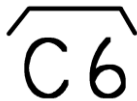
C.



D.



E.



F.

A.  
Right ear

Left ear

B.  
Right ear

Left ear

C  
Right ear

Left ear

D.

E.

F.

# California Department of Food and Agriculture

## BRAND INSPECTOR

### (631 LOCATION PREFERENCE FORM)

Please check all of the location(s) where you will accept employment.

You may check counties from different Regions

#### Northern Region

- |                                           |                                            |                                           |
|-------------------------------------------|--------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Del Norte (0800) | <input type="checkbox"/> Siskiyou (4700)   | <input type="checkbox"/> Modoc (2500)     |
| <input type="checkbox"/> Humboldt (1200)  | <input type="checkbox"/> Trinity (5300)    | <input type="checkbox"/> Shasta (4500)    |
| <input type="checkbox"/> Lassen (1800)    | <input type="checkbox"/> Mendocino (2300)  | <input type="checkbox"/> Tehama (5200)    |
| <input type="checkbox"/> Plumas (3200)    | <input type="checkbox"/> Glenn (1100)      | <input type="checkbox"/> Butte (0400)     |
| <input type="checkbox"/> Sierra (4600)    | <input type="checkbox"/> Lake (1700)       | <input type="checkbox"/> Colusa (0600)    |
| <input type="checkbox"/> Sutter (5100)    | <input type="checkbox"/> Yuba (5800)       | <input type="checkbox"/> Placer (3100)    |
| <input type="checkbox"/> Sonoma (41000)   | <input type="checkbox"/> Napa (2800)       | <input type="checkbox"/> Yolo (5700)      |
| <input type="checkbox"/> Solano (4800)    | <input type="checkbox"/> Sacramento (3400) | <input type="checkbox"/> El Dorado (0900) |
| <input type="checkbox"/> Marin (2100)     | <input type="checkbox"/> Amador (0300)     | <input type="checkbox"/> Nevada (2900)    |

#### Central Region

- |                                              |                                             |                                            |
|----------------------------------------------|---------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Contra Costa (0700) | <input type="checkbox"/> San Joaquin (3900) | <input type="checkbox"/> Calaveras (0500)  |
| <input type="checkbox"/> Alpine (0200)       | <input type="checkbox"/> Alameda (0100)     | <input type="checkbox"/> Stanislaus (5000) |
| <input type="checkbox"/> Tuolumne (5500)     | <input type="checkbox"/> Mono (2600)        | <input type="checkbox"/> San Mateo (4100)  |
| <input type="checkbox"/> Santa Clara (4300)  | <input type="checkbox"/> Santa Cruz (4400)  | <input type="checkbox"/> San Benito (3500) |
| <input type="checkbox"/> Monterey (2700)     | <input type="checkbox"/> Fresno (1000)      | <input type="checkbox"/> Merced (2400)     |
| <input type="checkbox"/> Mariposa (2200)     | <input type="checkbox"/> Madera (2000)      |                                            |

#### Southern Region

- |                                                 |                                               |                                                |
|-------------------------------------------------|-----------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Kings (1600)           | <input type="checkbox"/> Tulare (5400)        | <input type="checkbox"/> Inyo (1400)           |
| <input type="checkbox"/> Kern (1500)            | <input type="checkbox"/> Ventura (5600)       | <input type="checkbox"/> Los Angeles (1900)    |
| <input type="checkbox"/> Orange (3000)          | <input type="checkbox"/> Riverside (3300)     | <input type="checkbox"/> San Diego (3700)      |
| <input type="checkbox"/> San Luis Obispo (4000) | <input type="checkbox"/> Santa Barbara (4200) | <input type="checkbox"/> San Bernardino (3600) |
| <input type="checkbox"/> Imperial (1300)        |                                               |                                                |

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PRINT YOUR NAME

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SIGN YOUR NAME